



Institutional Portfolio & Trading Administrator

The Company:

Harvest Portfolios Group Inc. ("Harvest") is a Canadian Investment Manager focused on unique Equity Income and Thematic Growth investment products. Harvest was founded by long term members of the investment management industry, was recently named one of Canada's top 10 Five Star Asset Managers in 2021 by the Wealth Professional and has current Assets Under Management of approximately \$1.9billion.

Position Summary

As part of the investment team, the Portfolio & Trading Administrator is responsible for ensuring proper settlements across global equities, listed options, OTC Options, and foreign exchange contracts. Working with multiple stakeholders, they will also be engaged in ETF settlements processes and account documentation maintenance. They will participate in the preparation of required daily portfolio management files including custody/accounting/OMS, reconciliations across asset classes, intraday portfolio tracking, and the staging of equity orders. The role is a dynamic fast paced role that requires strong communication and organizational skills that can quickly and successfully adapt to multiple concurrent tasks.

Requirements

- Minimum of 2-5 years experience in mid/back-office settlement
- University degree

Skills and experience

- Experience working with global equity settlements
- Understanding of listed option settlements & clearing processes
- Knowledge of foreign exchange trading and settlements
- Experience with Order Management Systems
- Experience with Bloomberg and other investment information software
- General operations, trading, administration or accounting experience are valuable
- Interest in pursuing CMT or CFA considered an asset but not required

The role offers the right candidate an opportunity to expand their investment operations or trading experience and expand their career with a fast-growing investment management company that embraces a positive and diverse culture.

Interested candidates that possess the qualifications and demeanour to successfully execute the role are encouraged to submit their resume information to:

resumes@harvestportfolios.com

Harvest is an equal opportunity employer and welcomes applications from all interested parties.

We will only contact individuals who most closely align with the needs of the position.